

## CAREER OPPORTUNITY ANNOUNCEMENT

**Portonovi Resort Management Company**, owned by **Azmont Investments**, will operate **Portonovi Resort** aiming to redefine standards within Montenegro and across the entire Mediterranean region. The high-end **Portonovi Resort** will have a character of a long-established Montenegrin setting overlooking the entrance to the stunning Boka Bay. Striving to be inspiringly different, **Portonovi** will offer unique residential and investment opportunities.

**Portonovi Marina Management Company**, as a subsidiary Company together with D-Marin - Doğuş Group company will be in charge for operations of the **D-Marin Portonovi Marina** which is integral part of **Portonovi Resort**. **D-Marin Portonovi Montenegro Marina** is designed to serve boats up to 120 meters with a berthing capacity of 238. Equipped with the most advanced technology and features, the marina offers high-end services while also serving as a customs entry and a provider of water, electricity, shower, laundry and gas stations.

### Portonovi is looking for **FRONT OFFICE REPRESENTATIVE**

**Staff needed: 1**

Join us on our journey to bringing Portonovi Resort to life!

#### Your responsibilities on this position:

- Dealing with all berth related contacts, storage usage, offers creation, issuing invoices, concluding berthing, storage and travel lift contracts Representing marina and brand
- Conducting reception duties (Greeting and taking care of guests, handling all guest inquires and other activities)
- Keeping records of operations and reporting
- Collecting the payments, doing handover to accounting department along with related reports
- Participating on boat shows and other marketing events on behalf of the company
- Providing excellent service and support to clients
- All other activities assigned by superior

#### Skills and experience you need for this role:

- Excellent verbal communication skills
- Organized, detail oriented
- Strong interpersonal skills
- Strongly customer-oriented service approach
- Ability to work under stress or pressure
- Proactive, initiative approach to work
- Positive attitude
- Fluency in English and other language is an advantage
- Advanced Computer Skills

#### You want to apply?

If the above is what matches with your profile and you are strongly motivated to be part of our Team, please send us your CV and references to **career@portonovi.com** referring on which position you are applying.

For further information, please visit [www.azmont.com](http://www.azmont.com)

**Application deadline: 28.01.2019.**

*Dare to be different and join the Portonovi family.*